

CITY OF RIVERSIDE

4171 (NC)

HUMAN RESOURCES DEPARTMENT

6/19/12

Revised

CLASSIFICATION SPECIFICATION**TITLE: WASTEWATER SYSTEMS MANAGER (NON-CLASSIFIED)*****DEFINITION:**

Under general direction, to plan, organize and direct the activities of a sanitary sewer collection, treatment and disposal system and support systems (sanitary landfill gas collection/treatment facility and co-generation facility); to provide highly responsible and technical staff assistance; to perform a variety of complex and difficult advanced professional, technical, administrative and analytical duties; to serve as a management liaison to a board or council; to coordinate municipal policies, procedures and services for the Sewerage Division; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS:

This is the advanced classification in the Wastewater Treatment Series. The Wastewater Systems Manager is distinguished from the Wastewater Operations Manager classification by the difficulty and complexity of work performed; the coordination of activities for the large division; and the ability to manage/supervise para-professional, technical and administrative support staff in the disciplines of Administration (including Compliance and Monitoring [air quality and water quality], Capital Projects and Safety and Training), Collection System Maintenance, Wastewater Treatment, Plant Maintenance, Industrial Waste, Laboratory Services and Co-generation Systems Services. Discretion is required in applying general goal and policy statements, and in resolving organizational and service delivery problems. Latitude is necessary in administering a complex and sensitive area of responsibility.

REPORTS TO: Public Works Director, Deputy Director, or other higher level of management staff as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from a Department Head or Deputy, or higher level management staff. Directly supervises Administration, Collection Systems, Treatment, Plant Maintenance, Industrial Waste, Laboratory Services and Co-generation Systems management staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develop and implement goals, objectives, policies, priorities and procedures.
- Plan, organize and direct a large sanitary sewage program including collection, treatment and disposal operations.
- Establish policies, procedures, schedules and methods for maintenance of the wastewater treatment plant and sanitary sewer lines and mains.
- Analyze plant and laboratory reports and direct the adjustment of processing methods to improve plant efficiency.
- Plan and recommend the improvement of plant facilities through projects development and equipment acquisition; assist in development of specifications.
- Control the requisition of supplies, materials, and equipment.

- Investigate industrial waste sources and determine impact of such waste on sewage system activities.
- Insure that the City is in compliance with all current waste discharge requirements established by regional, state and federal regulatory agencies, interpret policies and procedures established by regulatory agencies.
- Insure that the City is in compliance with all current air emissions requirements established by regional, state and federal regulatory agencies, interpret policies and procedures established by regulatory agencies.
- Prepare, review and submit periodic reports regarding sewage collection, treatment and disposal, air quality compliance, industrial waste control and compliance and groundwater quality.
- Provide technical assistance to consulting engineers, review plans and specifications for sewer collection, treatment and disposal construction projects.
- Insure that all safety regulations are adhered to.
- Make critical decisions to resolve emergency conditions resulting from co-generation, landfill gas collection, sewage collection, treatment, and disposal system malfunctions.
- Respond to and resolve citizen complaints and concerns.
- Prepare and administer division budget.
- Coordinate division activities with other City departments, divisions and sections and with outside agencies.
- Select, supervise, train and evaluate subordinates.
- Perform research and statistical analyses on administrative, fiscal, personnel and operational problems.
- Gather and analyze data and made recommendations on the formulation of policy and procedure, and staffing and organizational changes.
- Coordinate departmental or divisional personnel actions; define the resolution of work problems; establish work standards and operational objectives.
- Review, interpret and analyze new and proposed legislation; determine effect of legislation on operations and programs; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation on own initiative or upon request.
- Represent the City in the community and at professional meetings as required.
- Coordinate public relations involving the community; coordinate council/constituent complaint processing; oversee resolution of complaints; apprise appropriate staff regarding complaint disposition.
- Develop useful performance objectives, goals and measures.

QUALIFICATIONS

Knowledge of:

- Theory and practice of operations, maintenance and design of modern wastewater treatment and of machines, equipment and material used in such treatment.
- Theory and practice of operations, maintenance and design of mixed/multiple-gas internal combustion co-generation systems and of machines, equipment and material used in such operations.
- Principles, methods and practices of sanitary sewer line, wastewater treatment facility, co-generation facility and landfill gas collection/treatment facility maintenance and repair.

- Chemical, biological and physical processes involved in activated sludge and advanced methods of wastewater treatment.
- Occupational hazards and safety precautions necessary in wastewater collection and treatment plant operations.
- Laboratory procedures used in standard chemical analysis of wastewater and sludge samples.
- Pertinent federal, state and local laws, codes and regulations.
- Principles of record keeping and report preparation.
- Principles of organization, administration, budget and personnel management.
- Personal computer operation and applications including word processing, data-base and spread sheets.

Ability to:

- Plan, organize, lay out, assign and schedule a varied technical and maintenance program.
- Supervise the maintenance of records and reports.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.
- Work varying hours, weekends and holidays; and respond to 24-hour emergency call-ins as required.
- Analyze operations, organizational and administrative problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Read, interpret and apply a wide variety of technical information from manuals, drawing, specifications, layouts, blueprints and schematics.
- Conduct analytical studies and prepare analytical reports of both policy and administrative matters.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Interpret specific rules, laws and policies and apply them in a variety of procedural situations.
- Establish and maintain effective and cooperative working relationships with department managers and supervisors, co-workers and the general public.
- Coordinate activities with other divisions and City departments.
- Operate personal computer and applicable software programs.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration, environmental, civil or sanitary engineering or a closely related field.

Experience: Five years' supervisory experience in wastewater treatment and collection operations, including supervisory experience in activated sludge and biofiltrative processing plants, regulatory compliance and operations planning, evaluation and budgeting; or five years' experience in sanitary engineering. A Master's Degree may be substituted for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of an active Grade V Wastewater Treatment Plant Operator Certificate issued by the State of California.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Systems Manager

TO: